

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Division (O)  
Chief, Personnel Division (C)  
FROM : Acting Personnel Director  
SUBJECT: Revised Personnel Procedure

DATE: 18 February 1952

1. Attached is proposed Personnel Director Memorandum concerning procedures applicable to operations in your division.

2. It is requested that sections 1b, 1c, and 2 be put into effect immediately by the branches concerned.

3. Comments and suggestions may be submitted to Chief, Personnel Studies and Procedures Staff, Room 209, North Building for consideration in the preparation of the final memorandum. STATINTL

GEORGE E. MELSON

STATINTL

2/20/52

cc: [REDACTED]

Rec'd 2/20/52